Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.: SRB 930 L

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	STATISTICAL
930 L POLICY HOLDER-ALPHA		NARRATIVE
		✓ MACHINE-NAME LISTING

3. FUNCTIONAL AREA	✓ PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Monthly	2

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
CP-0	✓ YES — IF YES GIVE ADP PROCESSING NO. H-05 / NO	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS/OPERATIONS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.29		1.22		12		14.64

B. COSTS OF COMPUTER PRODUCED REPORTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
					.12		12		1.44

	TOTAL COSTS PER YEAR	$ 16.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	OTHER (explain)		
CHANGE			
DISCONTINUE			

15. DATE OF INVENTORY	
2 NOV 1970	

FORM 142

STAT

Classification

(22-36-43)